

LICENSED PROVIDER INVOICE TIPS

No response required

INVOICE CORRECTLY – AVOID AN OVERPAYMENT

- The child must attend child care at least one day during the month for you to claim any payment for that month.
- Full-time full-day authorizations are for 22 days of care. You may claim all days of the authorization if the child does not exceed five days of absence. Please refer to page 11 of *Child Care Subsidies: A Booklet for Licensed and Certified Child Care Providers*. (If you need a copy, please contact your licensor.)
- No absence days are allowed for authorizations of less than 22 days. You may only bill the actual number of days the child attends under that authorization.
- Full-time half-day authorizations are for 22 days of care, absence days are claimed as above. Up to 30 half-days may be authorized. The extra 8 half-days allow you to invoice an additional half-day when more than 5 hours of care is provided to a child in a day. Absence days are not allowed for these extra half days - bill only the number of days of care.
- Full day care is five or more hours a day. If a child is authorized for full day care but regularly uses less than five hours of care a day, contact the authorizing worker to have the authorization changed to half day.
- If an authorized service duplicates another authorized service, bill for it only once. You may not bill twice for the same service provided to a child in the same month.
- If the parent's schedule changes and the child needs more or less care than is authorized, the parent needs to contact the authorizer to have the authorization corrected. DSHS can only pay for care that is authorized for the parent's approved activities.
- Full time authorizations include official state holidays. Do not count them as absence days. Any day that you are closed other than an official state holiday is a closure day. You must subtract closure days from your total number of invoiced days. Please refer to pages 17-18 in *Child Care Subsidies: A Booklet for Licensed and Certified Child Care Providers*.
- Keep your attendance records, as required by the Minimum Licensing Requirements, at your site for five years. Attendance records need to be available to the licensor upon request.
- Minimum Licensing Requirements for attendance records vary for homes and centers. Best practice is to list time-in and time-out and to have parent signatures for all children attending. Contact your licensor if you have any questions about the requirements.
- Fill out your monthly DSHS invoice based on a careful review of your attendance records.
- Not keeping accurate records may result in an overpayment. Overpayments are written for the entire amount if you do not have attendance records.

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Additional information may be found in the publication "Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers." To obtain this publication contact your licensor or see the following internet site. There are also more tips at the site under "Providers – Important Mailings."

<http://www.dshs.wa.gov/esa/dccel/providers.shtml>

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